

Request for Information Reference: 01.19.71

Direct line: 01325 743700

Email: cdda-tr.cddftfoi@nhs.net

Email only

27 February 2019

Freedom of Information Act 2000 – Request for Information

Thank you for your request for information received on 31 January 2019 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding the mailroom service.

County Durham and Darlington Services (CDD services) is a wholly owned subsidiary of County Durham and Darlington Foundation Trust, they provide Estates, Facilities and Procurement services and reply as follows:

Please can you advise me how many people work in the Trust's mailroom(s)?

Darlington Memorial Hospital (DMH): 1 staff member

Bishop Auckland Hospital (BAH): 1 Staff member, No mail external services from this site. This site is only a storage and collection point for courier services and distribution teams

University Hospital North Durham (UHND): 1 Staff Member, No mail external services from this site. This site is only a storage and collection point for courier services and distribution teams

Is the Trust's mailroom service; managed in-house or outsourced?

Answer: Postal services are managed in house through Darlington Memorial Hospital (DMH) post room.

All franking and collection services only are made at this site and processed accordingly through the DMH post room service.

If the mailroom is outsourced, which company manages it and when is the contract due for renewal please?

Answer: N/A.

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive
County Durham & Darlington NHS Foundation Trust
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.gov.uk.

There is no charge for making an appeal.

Yours sincerely

Joanna Tyrrell
Freedom of Information Officer

Synchronicity Care Limited

Registered Address: Darlington Memorial Hospital, Hollyhurst Road, Darlington, DL3 6HX

Registered Company Number: 9679630 (July 2015)